



CITY OF TORRANCE

COMMUNITY SERVICES DEPARTMENT
Recreation Services Division

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May 10, 2010

Dear Community Organization Representative:

The City of Torrance Community Services Department is excited to announce the 30th Annual Old Fashioned 4th of July Celebration at Charles H. Wilson Park, 2200 Crenshaw Boulevard, Torrance. The event begins at 11 a.m. and culminates at 9 p.m. with a spectacular fireworks display. Throughout the day the entire family can enjoy a variety of food, arts & crafts, games, mini-steamer train rides, and live entertainment. It is our hope that non-profit community groups will take this opportunity to raise funds.

Torrance community based non-profit organizations must submit a copy of their non-profit status certificate to participate in this portion of the Old Fashioned 4th of July Celebration. Spaces are 10' X 10' and are located on a flat, grassy area (see map attached). Applications will be taken on a first-come, first-served basis. All returning vendors (attended last July 4, 2009) will have priority, provided their applications are received by May 31, 2010 (*postmarked*).

Deadline for all game booth vendors will be June 14, 2010 (*postmarked*).

The fee for a **game booth** is \$10 (spaces are limited to two booths per organization) and \$75 for **food booths** (one per organization). A limited number of food booths with electrical hook ups are available, for \$125. Check, money order or credit card only, **NO CASH!** Please fill your application out carefully. **All incomplete applications will be returned and spaces will not be reserved.**

Please remember this is a family event, and only family appropriate items should be sold. The July 4th Committee will enforce their judgment and will have you remove any items which are not family appropriate, or close your booth.

We are looking forward to working with your organization. If you need additional information, please contact the Community Services Department at (310) 618-2930.

Sincerely,

July 4th Committee

DR:rn special events/2010/july_4/letter-nonprofit
Enclosure: Application

COMMUNITY ORGANIZATION RULES AND REGULATIONS

GENERAL BOOTH INFORMATION AND GUIDELINES

Basic Information:

- NON-PROFIT STATUS is required and mandatory!
- All organizations must submit a copy of non-profit status certificate with this application.
- Booths must remain open during the entire event, from 11:00 a.m. to 8:30 p.m.
- Food, candy, and refreshments can only be sold in the food booths.
- Silly string, fireworks (including poppers) plants, alcoholic beverages and audio recordings are prohibited.
- The City of Torrance Community Services Department reserves the right to limit the number of similar items and to prohibit the sale of any item that is not keeping with the standard of the event.
- Please remember this is a family event and only family appropriate items and all activities and prizes should be appropriate. The July 4th Committee will enforce their judgment and will have you remove items and/or close your booth should any items be deemed not family appropriate.
- NO refunds or credits will be issued.
- All Incomplete applications will be returned and spaces will not be reserved!

Game Booths:

- All game booths must conduct a type of game, activity or art project.
- Games of chance are not allowed or any forms of gaming.
- Fees can only be collected for participation in the game/activity or project.
- No merchandise can be sold in the games booth area.
- Fireworks (including poppers), silly string, stink bombs, food, candy, plants, alcoholic beverages and audio recordings are prohibited.
- There is no electricity in the game booths and the use of generators is strictly prohibited.
- Specify in **detail** the game/activities/project and the prices for participation that will be available at your game booth. Once your application is approved there cannot be any deviation **in the type of game/activity/project**.

Food Booths:

- All food vendors must follow all the County of Los Angeles Department of Public Health Requirements for Temporary Event food Standards.
- All approved food vendors will receive an Information & Application packet for a Temporary Event Permit. You are responsible for completing this application and submitting fees to the July Fourth Committee at the Food Booth Vendor meeting.
- Food vendors must attach a full menu of all items being sold with prices. Once your application is approved there cannot be any deviation **in the type of booth or items to be sold**.
- There will be a **mandatory** meeting for all **food vendors** and a **representative from the non-profit group** working with the food vendors. It is up to the food vendor and the non-profit representative to communicate this to each other.

BOOTH GUIDELINES

- All booth spaces are 10' x 10' and are located on a flat, grassy area (see map attached). You are only allowed to set up and sit in the 10'x10' space and no merchandise can encroach on the walkways. There will be a 10'x10' space between you and the next vendor that **must be kept clear** per the Fire Marshall.
- Applications will be taken on a first-come, first-served basis, Torrance based groups will have priority overall. Returning (last July 4, 2009) vendors will be next in priority order. Applications must be received by May 31, 2010 (postmarked). Game booth vendors by June 14, 2010 (*postmarked*).
- New applicants will then be taken on a first-received, first-assigned basis.
- Vendors must furnish their own supplies, prizes, canopies, tables and chairs and are responsible for the set-up and tear-down of their booths.
- All booths must be secured in case of wind.
- There is absolutely no smoking allowed in or around booths.
- Dogs are not allowed in the park or parking lot areas on the 4th of July (TMC 49.2.10)
- All vehicles must be off the park and ball diamonds by 10:00 a.m., any vehicles on the park after 10:00 a.m. will be towed away at the owner's expense.
- All booths must remain open for business during the entire event (11:00 a.m. to 8:30 p.m.)
- No vehicles will be permitted back onto the diamonds/park until 10:00 p.m., or at least 30 minutes after the completion of the fireworks show. Please follow staff direction at that time.

PARKING GUIDELINES

- Your **Preferred Parking Passes** will be issued with your confirmation letter and receipt, and must be displayed in the window on the driver's side. Food Vendors parking passes will be issued at the mandatory meeting.
- Only vehicles with **Preferred Parking Passes** will be permitted on the park grounds, so remember to bring your pass. There will be **no** extras the day of the event.
- Preferred parking is located on the North side of Wilson Park in front of the Roller Hockey Rink.
- **Game booths** vendors may enter the park beginning at 8:00 a.m. with staff direction.
- **Food booths vendors** may enter the park with staff direction at 7:00 a.m. and must be set-up by 10:30 a.m. for Health Department Inspection.

MISCELLANEOUS

- Your signature on the application form is an agreement to abide by the Community Organization Rules and Regulations.
- **All Incomplete applications will be returned and spaces will not be reserved! Please make sure you fill in each blank.**



30th OLD FASHIONED FOURTH OF JULY CELEBRATION Non-Profit Organization Application

Sunday, July 4, 2010 11 a.m. – 8:30 p.m.

WILSON PARK 2200 Crenshaw Boulevard, Torrance, CA 90503

★ **VENDOR INFORMATION:** Please check one: ☐ New Vendor ☐ Returning Vendor (participated on July 4, 2009)

NAME OR ORGANIZATION: _____

CONTACT PERSON: _____

ADDRESS: _____ CITY: _____ ZIP: _____

PHONE: Home: (____) _____ Work: (____) _____

NAME OF REPRESENTATIVE FOR THE DAY OF THE EVENT: _____

★ **NON-PROFIT STATUS:** ☐ Submit a copy of non-profit status certificate with this application. (mandatory)

★ **DESCRIPTION OF MERCHANDISE TO BE SOLD:**

LIST OF ALL ITEMS AND PRICES: _____

★ **FEE:** Please check one: ☐ \$10 Game Booth-Number of Booths: _____ (Spaces are limited to two booths per applicant).

Non-Profit: ☐ \$75 Food Booth ☐ \$125 Food Booth with Electrical (Spaces are limited to one booth per group)

For Profit: ☐ \$100 Food Booth ☐ \$150 Food Booth with Electrical (Spaces are limited to one booth per group)

★ **PAYMENT OPTION:** NO CASH ☐ Check (Payable to City of Torrance) Check Number: _____ or ☐ Credit Card

I hereby authorize the use of my: ☐ Master Card ☐ Visa

Print name as it appears on card: _____

Master Card or Visa #: _____ Expiration Date: Month: _____ Year: _____

Signature: _____ Credit Card Requests Must Have a Signature. Date: _____

★ **MAIL OR FAX IN APPLICATION:** Please complete this entire application, sign at the bottom and return with check/credit card information to: City of Torrance Community Services Department – Recreation Services Division

3031 Torrance Boulevard, Torrance, CA 90503

ATTN: July 4th Celebration

FAX: (310) 618-2903

The undersigned agrees that he/she has read and understands the **COMMUNITY ORGANIZATION RULES AND REGULATIONS** and will be able to comply with all of the rules and regulations described. The undersigned understands non-compliance will result in closing down the booth and undersigned will not be invited back to future events. All fees are non-refundable.

Signature required _____ Date: _____

DR:mp:specevent/july4/vendor faireappflyer

FOR OFFICE USE ONLY Receipt #: _____

Received Date: _____

Receipt Date: _____

Processed Date: _____

Booth #: _____

